



Winner Show Organisers Guide

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1 Introduction

FIFe cat shows are one of the most important promotion events and the presentation of the cat fancy, and the FIFe Winner Shows are events one step further from the normal shows. It is very important that these events are organised in a professional way, and with style. At the cat shows the public gets its first impression of the whole cat fancy. This Winner Show Organisers Guide outlines the special requirements and additional guidance to winner show organisers when planning and organising a FIFe Winner Show.

It is most important that everything is well organized from the beginning to the end. The organiser must make sure, that the winner show is executed with high quality. It is important to show what the Winner Show presents in FIFe show calendar.

2 Show organisation

2.1 Before the show

The show organisers must study the FIFe Show Rules before organising a show. Take special notice of the rules and regulations for Winner Shows and World Winner Show in the FIFe Show Rules when you set the dates for your show. Remember, that the show must be in the FIFe calendar, before you invite the judges.

2.1.1 Location

Choose a location that is accessible also by plane or train and provides enough accommodation and services for exhibitors arriving from afar.

2.1.2 The Show Hall

Make sure the show hall meets a winner show requirements. The hall must be:

- spacious enough so that a limitation of cats entered can be avoided
- safe for cats (e.g. no doors opening directly to the outside during the show)
- ideal in temperature, lighting and sound (no disturbing noise from inside or outside the show hall)
- accessible with public transportation
- providing services fitted for a number of people at the hall (exhibitors, show team and visitors): food, rest rooms etc.

Make a reservation and written contract for the show hall at least one year before the show date. Plan a layout of the show hall in advance, showing where you can place cages, judges' rings and vendors just to know the number of cats you can accommodate comfortably in the winner show, with the cages or exhibitors' own cages or sturdies, set up in a ring or in a row format.

2.1.3 Winner show organization

You need lots of people to work with your show and good planning is key for success. Allot all duties well in advance and reserve enough staff for preparations, building and running the show. Feel free to use the form in the annex of this guide. It is good to divide the winner show planning and responsibilities in major topics like:

- hall management
- secretariat
- stewards
- health and wellbeing of cats, veterinary
- sponsors and vendors
- opening and closing ceremonies
- live streaming and social media
- brand and marketing
- services (food, refreshments)
- first aid
- gala dinner
- ticketing
- information desk
- prize table

2.1.4 Brand, marketing and invitation

Make sure you have the winner show brand (logo, colours, theme) and invitation done in time, to be published at the previous winner show of the group in question. An inviting brand video is a good idea to publish and present on the stage in closing ceremony of previous year's winner show in the group. Make sure the invitation and web site are ready by then too.

2.1.5 Decoration and hall plans

It is an important part of a good show to think about decorations, flowers, where to have the judges placed in the hall, where to locate vendor booths, how to promote your sponsors, FIFe Member, FIFe etc. A winner show should have a specific, glamorous look and atmosphere. The ceremonies and panels should be presented on a stage.

2.1.6 Equipment and layout

Make sure you plan the layout of the hall carefully: there must be enough space for exhibitors, visitors and judging, so in addition to the cage rows or rings, there must be good space for people moving around. Plan and mark clearly the routes for visitors and that the judging areas are restricted from them.

Make sure you plan the entrance, check-in and veterinary control procedures and routes so that the time of queuing is minimized. Make sure exhibitors and cats can queue inside the premises.

Technical equipment and/or competence need to be planned carefully:

- the internet connection,
- a large screen,
- the sound system,
- live stream,
- follow-up and the voting system

You need a lot of cages, tables (for the show cages, judges, sellers etc.) and chairs. Please inform exhibitors well in advance if there are no chairs available for them. Plan well in advance if you need to rent tables and cages for the cats. Order transportation for cages. Remember to put out enough containers for the waste.

Remember to put up signs on the street for the direction to the show hall but also remember that you may need permission from the local authorities to post signs as this may lead to fines being imposed.

Remember to bring all things for the secretariat (computer, printer, copy machine, paper, pens, clips, trash bags, etc), numbers for cages and other papers from sponsors, tickets for visitors, also lanyards/stickers/stamps for exhibitors.

2.1.7 Prizes

Plan the prizes for the winner show according to show brand. Order cups or rosettes for class winners and other prizes for winning cats; BIV, NOM and BIS. Make sure the rosettes are marked with FIFe logo in addition to organizer and show logos. Work to get generous prizes, especially for the winner cats, from sponsors. For the world winners FIFe provides special prizes.

2.1.8 Information desk

A very important spot for the participants: provide information about the winner show schedule, layout, services etc. Information desk also serves as marketing spot for the visitors: information about cats and breeds at the show, information about the cat fancy, how to become a member of a cat club, give out or sell cat magazines, etc.

2.1.9 Results

During the show, all results can be written on the result board. Make it ready before the show with all numbers of cats. These result boards may also be electronic. Provide the link on the website, social media and as a qr-code/url address at the show hall.

2.1.10 Health and wellbeing, veterinarians

Book enough veterinarians for your show. As a rule of thumb: 1 veterinarian for about 50 cats if you plan to have a veterinary examination of all exhibits (see article 2.2.1). Make sure you have enough staff at the entrance even in case of a random veterinary check. Vaccinations are

recommended to be checked from all cats entering the show hall, preferably before going on to the veterinary check.

In case of a random veterinary check, it is good to have health & wellbeing staff roaming around the show hall, checking all cats are provided with comforting shelter in the cage, food, water, toilet and care during the show days. There should always be a veterinary available during the show.

Remember to purchase disinfectant and paper towels for veterinarians, judges' tables and for the panel areas.

2.1.11 Insurance

Insure the exhibition and take responsibility and liability for loss.

2.1.12 Stewards

Make sure that you have enough stewards for the show. For this you need to first decide if the cats are presented by the stewards or by the owners. Each steward shall be able to communicate at least in English. Appoint a chief steward in advance. The chief steward should provide all needed information related to the show and steward tasks to the team beforehand. The chief steward is responsible for the allocation of stewards to judges before judging commences. He is also important to make the BIS panel go smoothly. Plan a uniform dress code for the stewards (together with a sponsor).

2.1.13 Services to exhibitors

Be sure that there are enough rest rooms, cafeterias and restaurants nearby correctly proportioned to the number of people at the venue. Take into consideration also the visitors, which number might be challenging to predict. Exhibitors benefit also from the services like: vendors providing cat food, grooming products and litter. Try to find a sponsor to provide free cat litter for participating cats at show.

2.1.14 Schedule

Plan the schedule realistically. For the judging, mix the judging order so that it would help the exhibitors with overlapping judging with their cats. Inform clearly about the schedules in the invitation, information letters and when marketing the event for the visitors.

2.1.15 Judges' division

Plan an optimal judges' division trying to avoid a judge having more than two categories to judge. Plan the reasonable size of the panel, proportionate to the amount of entered cats.

Judges' division is not to be published before the Saturday morning of the winner show.

2.1.16 Confirming the membership and qualifications

Make sure to request in a good time from each FIFe member the confirmations of the membership and the qualification for the cats which have been entered.

2.2 During the show

2.2.1 Veterinarian examination

The show organisers prepare the tables at the entry for the veterinarians and inform the veterinarians about the procedure to follow, including the check of the vaccination papers. It should be a quick veterinary examination. All cats participating in the show must be prepared to be checked by a veterinarian before entering the show hall. It is up to the show organising FIFe Member to decide if this procedure is to be a random check or concerns all the exhibits.

In case of a random check, you may still decide to check the vaccination papers of ALL exhibits, including other significant papers like hearing certificates for white cats. It is highly recommended to assign club members to the veterinarians for the check of the paperwork. To perform a random check of the microchips, the veterinarian should make a microchip scanner available.

A veterinarian must be available during the show. If the veterinarian cannot be present all day, then he should be contactable by phone and able to attend if needed.

2.2.2 Check-in and payment of entry fees

Reserve enough room, tables and staff for the check-in. Make sure the check-in is located in the hall so that the queues will not form outside the hall.

All cats participating in the show must pay the entry fee. The show organisers should prepare a table where the payment is checked. Here you can also give the exhibitors the catalogue and the number for their cat.

2.2.3 Exhibitors

Provide an information desk where exhibitors can ask questions concerning the show. A help desk at the secretariat is appropriate here.

2.2.4 Medical assistance for people

A fully equipped first aid kit must be available at the show in case of minor injury. Make sure you know the address and the route to the nearest hospital or clinic where treatment for more serious injuries may be sought. If a person receives a bite or deep scratch from a cat, advise that the person seeks medical attention immediately and be aware of what the consequences of a delayed action can be. Cats carry bacteria in the oral cavity which can be extremely dangerous.

2.2.5 The non-smoking rules

Please note that according to the FIFe Show Rules, smoking in show halls is strictly prohibited.

2.2.6 Stewards

Make sure the team of stewards is experienced enough for the winner show stage. During Saturday the stewards need to be allocated so that the judge will have someone stewarding him the whole day. For this it is good to reserve “flying stewards”, who can back up the others during breaks or if they show their own cats. It is highly recommended to offer the refreshments and lunch for stewards.

For the Sunday panels it is recommended that the chief steward has a coordinator helping in lining up the cats for the stage. Make sure the stewards know the panel order, how the groups are lined at the stage and how the winners are presented.

Show organisers must prepare the steward certificates which will be written by the judges. The most recent version of the steward certificate must be used and is available on the FIFe website. Categories the steward has presented at the BIS-panel must be marked on the certificate.

2.3 After the show

2.3.1 Cages and hall

Make sure to reserve enough staff to taking down the show. If you handle your own penning, make sure the transport of the cages is booked in advance. If the cleaning of the show hall is required in your contract, make sure you have the right amount of people available for this.

3 Secretariat and exhibitors’ support

3.1 Before the show

3.1.1 Paperwork

Divide the cats in a logical way across the judges qualified for that category; do not split colours or varieties where there is a possibility of a BIV and try to make the number of cats judged even across the judges whilst respecting the recommended number of cats per judge. In general, especially at the World show or Winner shows it is preferred that each judge is given the maximum of 2 categories to judge. Be aware of the way FIFe indicates the qualifications as obtained by judges. Only Arabic figures 1, 2, 3, 4 shall be used to indicate the categories. Next to the categories four breed groups have been defined:

Breed group	Breeds
A	EXO, PER
B	RAG, SBI, TUV
C	ABY, CRX, DRX, DSP, GRX, JBS, RUS, SOM, SPH
D	BAL, OLH, OSH, PEB, SIA, THA

These breed groups are used to indicate that judges are qualified to judge the mentioned breeds in

case they do not have the full qualification for all breeds in category 1 and/or 4. Always check the most current situation on the official FIFe Judges list on the FIFe website.

Make a plan for the show hall (cage map etc.) considering the actual number of entered exhibits, sponsors stands and other stands etc.

Organize judges' folders with judging reports, list of the cats with their colours and classes and nomination lists. Enclose the expense sheet in the judge's folder for convenience. (See annex to the WSOG).

Prepare steward certificates. For convenience these can also be put in the judges' folders.

Prepare a confirmation letter to the exhibitors and enclose a map or directions to the hall and other important information to make the arrival and entry to the hall smooth and easy. It is also recommended to post the directions to the show hall on your website and social media.

Prepare badges for the helpers and officials with their name.

Prepare signs for the judges' rings.

Prepare tickets and money for the cashiers.

Prepare the absentee list for the judges and stewards.

It is highly recommended that the show organiser sends out information to exhibitors from abroad about the national legislation of the country regarding rabies vaccinations.

3.1.2 Catalogue

All cats must appear in the catalogue in accordance with the FIFe rules, no matter which organisation issued the cat's pedigree. Find cat numbering rules in Easy Mind System (EMS list) on FIFe website.

Make sure the catalogue will not be out before the Saturday morning of the winner show. If you print the catalogue, make enough copies for the exhibitors, judges, stewards and visitors. The catalogue may also be electronic, to be opened to the public online when the show opens in the morning.

Remember you must put certain information both in the printed and electronic catalogue, for example:

- FIFe-logo on the front cover page, and your FIFe member's logo
- A list of the officiating judges, including the ISO-code for their country of residence (and not of membership) and the categories they are qualified to judge
- Number and information of the cats, including their parents
- List of names of cat owners, addresses and phone numbers.

See the Show Rules for the full list

You might consider to also put the following information in the catalogue:

- The colours (EMS) distribution
- Introduction of FIFe and list of the officers
- Introduction of your FIFe Member and a list of the officials
- List of the members of FIFe
- Introduction of the club
- Timetable
- Explanation of show classes and points
- Table for nominated and Best in Show cats
- List of the prizes
- Breed- and judge introductions
- Advertisements.

3.2 During the show

3.2.2 Change of class

The secretariat should change the class on request of the cat owners before the judging starts.

3.2.3 Best in Show panel

Prepare a list for nominated cats for the judges, chief steward and the BIS panel presenter for Sunday.

Prepare papers if you have "Open Voting" and to use in the event of a tied vote. It is recommended to announce a referee judge for each category in the catalogue next to the judges' division, and at the beginning of the Best in Show panel, so that judges and exhibitors are equally prepared if or when a referee judge is needed.

It is highly recommended to present the BIS panel both in the national language and in one of the official FIFe languages, but remember, the voting and the results of the best in show must be presented also in English if other language is used.

Consider if you want photographers to take pictures at the panel and of the winner cats. A group picture of all winners is highly appreciated, either by category or as a one big group of 34 winners on stage.

Obligatory official FIFe Best in Show titles in Winner Shows

The title Best in Show concerns the following:

- BIS Adult Male in each category
- BIS Adult Female in each category
- BIS Neuter Male in each category
- BIS Neuter Female in each category
- BIS Male Junior 8-12 months in each category
- BIS Female Junior 8-12 months in each category
- BIS Male Kitten 4-8 months in each category
- BIS Female Kitten 4-8 months in each category
- BIS House Cat shorthair
- BIS House Cat longhair

3.3 After the show

3.3.1 Archiving

The show documentation (results, the official show papers and the catalogue) must be kept for minimum 3 years after the show. If there are exhibitors from other FIFe organizations a catalogue with results must be sent, per post or electronically, to the exhibitors' federation.

4 Judges support

4.1 Before the show

4.1.1 Invitation

The current list of FIFe judges is available on the FIFe website and the organiser is free to choose among the more than 200 judges.

The judges should be invited well in advance before the show takes place, preferably 9 -12 months before, but the earlier the judges are invited the better chance that the judge is free.

The judges should always be invited in writing or by e-mail. If they are invited by phone or personal contact, be sure to send the invitation in writing and get a written confirmation.

The number of invited judges should correspond to the expected number of entered cats. During the World Show or Winner Show a judge shall judge the maximum number of 60 cats.

When selecting judges, the show organiser should pay attention to the categories for which the judges are qualified and how to carry out the BIS panel.

4.1.2 Contact with the judges before the show & information

The show organiser should delegate one contact person for the judges - ideally, this is the same "judges' host" who corresponds with the judges before the show and who is concerned with the judges during their stay throughout the weekend until their departure.

Make sure to plan the travels with each judge well in time (latest 6 weeks beforehand). For this the judges will need the information of the nearest airport and the planned schedule for the show. At the same time, inform the judges about the show hall, the name and address of the hotel, and the list of invited judges.

Judges should also be asked to provide details of indicative costs of travel and if he has special dietary requirements.

Approximately 2 weeks prior to the show send a message to the invited judges the following information:

- the name and address of the hotel
- information about the Friday dinner and Saturday gala/dinner
- picking up at the airport or train station (who, whom, where, when)
- the name of the judges' host
- a phone number, where you can be reached on the day of arrival and during the show and ask the judge to provide his or her mobile phone number.
- contact telephone number of the judges' host.

It is recommended to send the officiating judges the list of breeds assigned to them for judging on Friday evening, while the division with full EMS codes can be provided to judges early on Saturday morning.

Judges' hosts should be a person who are well aware of matters regarding the organisation of shows and who speak at least English.

4.1.3 Travel & arrival

Be sure to get information from the judge about arrival and departure times. Make a list with the names of all judges with arrival and departure times. It is a good idea to send this list to all the judges, so they know each other's arrival and departure times. Also tell the judge if they will be picked up in the airport, or how they get to the hotel from the airport.

Organise the most appropriate way of transport for the judges over the weekend. This can be done by members of your club or taxis. In determining which kind of transportation, you need to consider the comfort and number of judges, the cost, the season and weather.

4.1.4 Accommodation

Accommodation must be booked from the day of arrival and until the day of departure. The room must have its own bathroom.

Ensure a good level and standard hotel rooms reserved. Provide the hotel with a list of all persons covered by the reservation with an indication of the number of days of stay.

Prepare a welcome letter for each judge which can be left at the front desk in the hotel with some information about the schedule of the weekend, details of pick-up from the hotel each morning, about dinner, about transport to the airport/station/hotel on Sunday evening and other important details. If organiser wishes, a little gift bag with local snacks and drinks is a nice way to welcome the judges.

4.2 During the show

4.2.1 Transfer between hotel and show hall + time schedule

Transfer from the hotel to the show hall and back must be planned and a time schedule should be distributed to the judges – when the judges will be picked up in the morning, and also, when the dinner is planned and where it will take place.

Inform how the judges will participate in the opening and closing ceremony.

Inform which prizes will be handed from the judges' table.

Inform about the lunch break.

Indicate the judges' room and a safe place where judges can leave their luggage. Reserve seats and/or table for judges to follow the opening ceremonies, and make sure there is someone to watch over the handbags for the time when judges are presented on the stage.

Inform about the time to leave the show hall when departing on Sunday.

4.2.2 Reimbursement of judges

The judges participating in the exhibition have the right to:

- reimbursement of travel - (economy flight or 1st. class train),
- meal and lodging for the duration of the exhibition,
- if necessary, additional accommodation and a meal before returning home,
 - allowance established at the General Assembly; the current minimum net amounts are placed on the list in Annex 1 of FIFe General Rules.

- Judges are entitled to reimbursements in Euro currency, unless otherwise is agreed with the show organiser.

Payment should take place in an appropriate manner and place. Ask the judge if they prefer to get paid in other currency than Euro. Some judges prefer bank transactions, not cash. Remember that the judges are entitled to payment of reimbursement or proof thereof at the latest on the last day of the show at which the judge officiates.

4.2.3 Meals

The organiser must make sure that meals have been arranged on the day of arrival and during the show and if the judge must stay until the day after the show, for that time as well. Ask in advance if the judge has any special wishes such as vegetarian food or is allergic to certain foods.

During the show mineral water, coffee and tea must be available for judges and stewards.

4.2.4 Voting during the Best in Show

At the World Winner Show and Winner Shows, it is recommended to use for judging only the judges who are fully qualified for the category (not the judges who are qualified only in breed groups A or B respectively C or D).

Make sure the judges are informed of use, and reserve time and resources to coordinate the voting, in case you use an electronic voting system.

Voting and the results of the Best in Show must be presented also in English if other language is used.

4.3 After the show

4.3.1 Departure

Plan well in advance how and when to get the judges back to the airport. There should always be sufficient time to check in.

Do not forget to give the catalogue to every judge. Preferably also the results if they are ready in printing.

5 Ceremonies

Winner shows are special and what makes them sparkle up from normal shows, are the ceremonies. Plan a brief and entertaining opening ceremony. Typically, it consists of:

- welcoming words,
- speech from key shareholders,
- presenting the judges,
- presenting the participating countries – flag parade,
- music, dance, other entertainment,
- official opening of the show.

The closing ceremony typically consists of:

- thank all your helpers, sponsors and all who made the show a success, including the exhibitors,
- hand over the “flag” to the next organiser of World winner / winner show group,
- official closing of the show.

6 Media & advertising

6.1 Before the show

Publish show flyer targeted to exhibitors well in advance with all details (showplace, address, time schedule, veterinarian control, last day of entry, show fees, list of judges (including the ISO-code of their country of residence), contact person or persons, hotels which accepts cats etc.)

Publish show flyers targeted for the public: social media, local billboards, screens etc.

Send announcements to the media (newspapers, radio or TV). Try to get articles, information about the cats, information about the forthcoming cat show to the newspapers, radio, internet, TV, social media, etc.

It is important to show that the organiser is a FIFe member.

6.2 During and after the show

Determine who will be the spokesman providing interesting interviews to local media during the show.

7 Sponsoring

7.1 Before the show

Sponsors are a very important part of the organization. Good planning and marketing of your winner show event and the visibility there is important to show the sponsors it is worthy of their support.

7.2 During the show

Take care of vending stands and sponsors at the show. Announce by microphone to the exhibitors and visitors the details about the awards and who sponsored them.

7.3 After the show

Don't forget to say thank you to your sponsors after the show. You already need to think about future shows.

8 Show staff/volunteers

It is important to make sure there are enough resources to complete all needed tasks. Split the responsibilities according to different responsibility areas and make sure each team has a leader participating in the planning and making sure all tasks are done.

Make sure you have meals, snacks and refreshments reserved for the show staff, stewards and judges. Staff needs also enough locker rooms to keep their personal belongings.

Good planning in teaming the different areas of responsibility, and of shifts inside each team, is important for wellbeing of the volunteers.

Annex 1 – Winner Show duty list

ORGANISATION TEAM

FUNCTION	WHO
Commissioner of the Show	
Show Manager	
Secretary / catalogue	
Finance	
Speaker for BIS	
Judges host	
Chief stewards	
Contact with exhibitors	
Contact with media & information	
Contact with sponsors & stands	
Veterinary supervision	
Advertisement in catalogue	
Awards, cups, rosettes	
Information support	
Hall Manager	
Decorations, sound and light effects	
Stage, techniques, IT, AV	
Opening and closing ceremony	
Catering, lunch, dinners, snacks	
Gala dinner	

IMPORTANT ISSUES

ISSUE	WHO
Hall – booking	
Hotel – booking	
Tables, chairs, cages and other stock	
Judges, correspondence, letters	
Sponsors, General sponsor	
Secretariat	
Chief stewards, stewards, costumes	
Prizes: cups, rosettes, medals	
Veterinary clinic	
Insurance	
Lunch	
Gala dinner + tickets	
Decorations, flags, ring	
Photographer	
Catalogue cover, poster, invitations, diplomas - project	
Catalogue - product, print	
Internet information	
Cooperation with the media (before, after and during show)	
Placarding the city, buses, trams, taxi	
Judges transport	
Cages' location plan	
Exhibitors' location	
Envelopes for exhibitors	
Gifts and rosettes for all participating cats	
Shopping + cash	
Equipment transport (before and after)	
Cages – transport	
Cages structure – Friday	
Cleaning and rebuilding Saturday	
Screens arrangement	
Health Care + First Aid Kit	
BIS - handing out trophies and awards	
Check-in cats to the show	
Spacers for cages	
Space and car park supervisor	
Visitor entry ticket control	
Light work	
Other helpers	